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TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

FROM: Amy Mendel-Clemens
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BHCE/BWP OPERATIONS MEMO		
No: 04-38		
DATE: 07/26/2004		
FS ☒	MA ☒	SC ☐
CTS ☐	CC ☒	W-2 ☒
FSET ☐	EA ☐	CF ☐
JAL ☐	JC ☐	RAP ☐
WIA ☐	WtW ☐	
Other EP ☐★		
PRIORITY: HIGH		

SUBJECT: Employer Verification Process Enhancements

CROSS REFERENCE: Operations Memo 04-22

EFFECTIVE DATE: August 6, 2004

PURPOSE

This memo outlines enhancements made to the Employer Verification policy.

BACKGROUND

In May 2004, the automated Employer Verification (EV) process for verifying employment and access to health insurance was implemented. One or both of the new Employer Verification forms for Earnings (EVF-E) or access to Health Insurance (EVF-H) is generated and mailed to the applicant/recipient when:

- A New Hire Auto Update occurs, or
- The eligibility worker triggers the appropriate EV form from the AGEV screen, or
- The BadgerCare earnings or access to health insurance verification conditions occur.

Our research shows that 40% to 50% of the health insurance information has been successfully autopopulated.

Earnings/wage information has autopotulated 25% of the time. This number is low primarily due to workers making changes to AFEI/AFWG after the EVF-E has been generated which prevents any new information from auto populating when the form is received and scanned by EDS. This is working as requested by local agencies. After further analysis we believe we can increase the number of successful EVF auto-population by changing some of the exception logic.

POLICY

CHANGES TO EVF EXCEPTION PROCESSING

- Employer indicates, on the EVF-E or H, that the recipient has more than two different types of earned income.

    Current Functionality   Auto-population will not occur and an exception reason will be set.

    New Functionality   Auto-population will occur for 1 to 3 types of income. An exception will be set when the employer indicates the recipient receives more than 3 types of earned income.

    Exception Text   MORE THAN THREE PAYMENT TYPES ARE INDICATED

- Employer does not indicate on the form that the recipient is employed.

    Current Functionality   Auto-population will not occur and an exception reason will be set.

    New Functionality   If the employer fills out a begin date, we will assume the recipient is employed and auto-populate the wage or health insurance information.

    If the employer does not indicate that the recipient is employed but an end date is present, we will assume a No, the recipient is not employed. The information will not auto-populate and an exception will be set.

    Exception Text   INDIVIDUAL NOT CURRENTLY EMPLOYED BY THIS EMPLOYER

- Employer leaves the question regarding access to a State Health insurance plan blank.

    Current Functionality   Autopoulation will not occur and an exception will be set.

    New Functionality   If this question is left blank, we will assume the answer is no and auto-populate the No response. No exception will be set.

- Employer indicates that the recipient does not have access to health insurance but indicates the employer does pay at least 80% of the premium and/or checks which family members could be covered under this plan.

Current Functionality	An exception occurs when the access response is No and the 80% response is Yes or the employer indicates individuals who would be covered.
New Functionality	If the response to access is No, we will ignore any information entered for the 80% or individuals covered responses; the No for access to insurance will be auto-populated. No exception will be set.

EV-E FORM

We will be adding instructions for the employer on the back of the form. We will also be changing some of the formatting to provide visual clues that will, hopefully, prompt employers to fill out the form correctly. Thanks to local agency staff who provided suggestions to us on revising the EVF. If you have other suggestions, please send them to us using the CARES suggestion link on the EM Website at http://www.dhfs.state.wi.us/em/feedback/cares.htm

CONTACTS

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHFS/DHCF/BHCE/JE